

**CLAIMS**

What is claimed is:

- 5           1.    A system for managing projects comprising:
  - a.       means for inputting data concerning a project;
  - b.       means for associating individuals with said project;
  - c.       means for determining a deadline for completing a task associated
  - 10       d.       means for determining a first date prior to said deadline;
  - e.       means for generating and electronically transmitting on said first
  - date a first reminder to complete said task to an individual
  - associated with the project;
  - 15       f.       means for determining a second date that is before said deadline
  - but after said first date;
  - g.       means for generating and electronically transmitting to said
  - individual on said second date a second reminder to complete said
  - task to said individual associated with the project;
  - 20       h.       means for determining a third date that is before said deadline but
  - after said second date, wherein the number of days between said
  - first date and said second date is greater than the number of days
  - between said second date and said third date; and
  - 25       i.       means for generating and electronically transmitting to said
  - individual on said third date a third reminder to complete said task
  - to said individual associated with the project.
2.       The system of claim 1, wherein said deadline is the last day to respond to
- an action by a governmental agency without an extension.

3. The system of claim 2, wherein said deadline is the last day to respond without an extension to an office action issued by a patent examiner.

4. The system of claim 1, wherein said deadline is a deadline for filing a  
5 patent application.

5. The system of claim 1, wherein said second reminder is also electronically transmitted to a second individual associated with the project who was not sent said first reminder.

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6. The system of claim 5, wherein said third reminder is also electronically transmitted to a third individual associated with the project who was not sent said second reminder.

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7. The system of claim 5, wherein said second individual is a supervisor of said individual associated with the project.

8. A system for managing projects comprising:

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- a. means for inputting data concerning a project;
- b. means for associating individuals with said project;
- c. means for predetermining a date;
- d. means for generating and electronically transmitting to a first individual associated with said project, prior to said predetermined date, a first reminder to complete a task associated with the project;  
25 and
- e. means for generating and electronically transmitting to said first individual and a second individual to whom the first reminder was

not transmitted a second reminder to compete the task associated with the project.

9. The system of claim 8, wherein said predetermined date is the last day to  
5 respond to a PTO office action without an extension.

10. The system of claim 8, wherein said predetermined date is a deadline for filing a patent application.

10 11. The system of claim 8, further comprising means for generating and electronically transmitting to said first individual, said second individual, and a third individual to whom neither the first reminder or second reminder was sent, a third reminder to compete the task associated with the project.

15 12. A system for managing projects comprising:  
a. means for inputting data concerning a project;  
b. means for associating individuals with said project;  
c. means for inputting the fact of completion of a first task associated with said project;  
20 d. means for generating and electronically transmitting, responsive to the inputting of the fact of the completion of said first task, an instruction to complete a second task to an individual associated with said project.

25 13. A system for managing projects comprising:  
a. means for inputting data concerning a project;  
b. means for associating individuals with said project;

- c. means for generating and electronically transmitting reminders to complete a task associated with said project to a first individual associated with the project; and
- d. means for generating and electronically transmitting a reminder to a second individual associated with the project that said task requires completion, wherein said reminder to said second individual is generated and transmitted after a predetermined number of reminders have been transmitted to said first individual concerning said task.

14. The system of claim 13, wherein said second individual is the supervisor of said first individual.

15. A system for managing projects comprising:

- a. means for inputting data concerning a project;
- b. means for associating individuals with said project;
- c. means for predetermining a date;
- d. means for automatically generating and electronically transmitting by a first mode to an individual associated with said project, prior to said predetermined date, a first reminder to complete a task associated with the project; and
- e. means for automatically generating and electronically transmitting by a second mode to said individual a second reminder to complete the task associated with the project.

16. The system of claim 15, wherein said first mode is e-mail and said second mode is voice mail.